

Section 5A: Safety Management Systems

Policy #4: **Hazard Communication/Globally Harmonized System (GHS) Program**

Effective Date: **June 1, 2015**

I. Purpose

The objective of this program is to set forth policies and procedures concerning Hazard Communication which is designed to enhance the safety and well-being of the Town of Mooresville employees. Furthermore, execution of this program is designed to help the Town of Mooresville comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

II. Scope

This policy shall apply to all Town employees who may be exposed to hazardous chemicals when working. "Exposure" or "exposed" according to OSHA standards means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes all forms of potential (e.g., accidental or possible) exposure. Generally, those working in an office, support, administrative or similar position are not "exposed" to hazardous chemicals are exempted from this policy.

III. Assignment of Responsibility

The Town's Risk and Safety Department will be responsible for the administration and documentation of all training for the Hazard Communication Program and Globally Harmonized System (GHS).

Each Town department is responsible for maintaining the hazard communication program and must assign a Hazard Communication Officer (HCO) who will be responsible for insuring that responsible persons noted herein adhere to this program, report incidents properly, and maintain the program as outlined.

IV. Legislation

29 CFR §1910.1200

V. Policy

The following items are to be followed to ensure compliance with the OSHA Hazard Communication Standard and the safety of our employees:

A. Hazardous Chemical List

A list of the hazardous materials and chemicals used in the course of the *Town of Mooresville's* activities will be maintained and updated by the HCO at each facility under the supervision of their department. This list is to include all substances that require a Safety Data Sheet (SDS).

A physical copy of this list will be kept in an easily identifiable "SDS" book and one electronic/scanned copy will be kept on file within the department's assigned area in the T: Drive.

For each chemical used in the workplace, an SDS sheet must be readily available on that jobsite. For crews that work at off-site locations, an SDS booklet must be provided and easily accessible by employees to reference at the off-site location.

B. Safety Data Sheets

The HCO will keep all SDSs in an organized fashion and will place them in a readily accessible location for all employees to view at will. A duplicate set of SDS information will be maintained by the HCO.

SDS books and the Hazardous Chemical List will be maintained and kept up to date by the HCO. Obsolete SDSs that are replaced by updated copies will be retained for 30 years.

The HCO will verify on a Quarterly Basis that SDSs correctly reflect chemical reformulations, improvements, or updates.

If a hazardous chemical or substance is received without a proper SDS, the receiving person will immediately notify the HCO, who will immediately contact the manufacturer or distributor of the product. If the manufacturer or distributor is unable to produce an SDS, the Hazard Communication Officer will return the product to the supplier.

Note: Material Safety Data Sheets (MSDSs) cannot be used after June 1, 2015.

C. Labeling and Pictograms

Each container of a hazardous chemical must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, pictogram(s), signal word(s), and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor. It is the responsibility of the HCO to ensure that appropriate labels are in place and that replacement labels are available.

Portable secondary containers of hazardous materials do not require labeling if the materials are transferred from labeled containers and are intended for immediate use by the employee who performs the transfer. Portable containers not immediately used will be emptied (and cleaned when necessary) within 8 hours after use.

D. Training

All full-time employees, part-time employees, new hires, and temporary employees of the Town of Mooresville, except those holding office, support, administrative, or similar positions and are not "exposed" to hazardous chemicals, are required to be trained on the all of the following:

1. Label elements;
2. Pictograms;
3. SDS format to facilitate recognition and understanding of the product, its required personal protective equipment (PPE) , and first aid requirements;
4. The chemicals they will be exposed to;
5. Locations of SDSs; and
6. Chemicals in supply lines within the site.

Note: If required, Department of Transportation (DOT) pictograms and identification placards should also be included in this training.

Each affected Town of Mooresville employee is required to review the training material presented by the Risk and Safety Department and sign an acknowledgment form, which will be placed in the employee's file. This training is to be conducted during the department's specific orientation process and before the new employee assumes assigned job duties.

Note: All Town employees must receive training from the HCO for any new health hazard is introduced into the workplace prior to the use of the new chemical/material/process or when changes are made to the program.

E. Storage

All storage areas for hazardous substances will be secured, properly ventilated, and identified by signs. All flammable substances must be kept in approved flammable cabinets or lockers in accordance with NFPA standards and local fire codes.

F. Non-Routine Tasks

Before any non-routine task (outside the scope of normal duties) involving the use of a hazardous chemical is performed, employees must contact their Hazard Communication Officer

for special precautions to follow and the HCO shall inform any other personnel who could be exposed.

If a non-routine task is necessary, the HCO will provide the affected employees with the following information about the activity as it relates to the specific chemicals expected to be encountered:

1. Specific chemical name(s) and hazard(s);
2. Personal protective equipment required and safety measures to be taken;
3. Measures that have been taken to lessen the hazards including ventilation, respirators; and
4. Emergency procedures.

If a contractor will be conducting work at a Town-owned facility, the HCO will meet with each contractor before work starts to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

G. Program Compliance

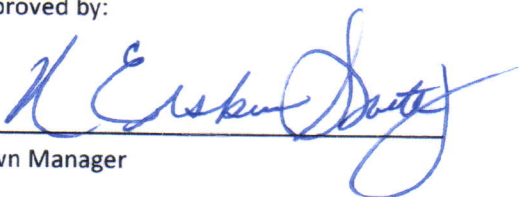
Any direct or intentional violation or non-compliance with this program may result in the discipline, up to and including terminations of the person or persons involved in accordance with the Town of Mooresville's personnel policy.

VI. Attachments

- A. Acknowledgement of Receipt of Hazard Communication Training
- B. Pictograms and Hazards
- C. Sample Label
- D. Sections on a Safety Data Sheet

VII. Authorization

Approved by:


Town Manager

June 3, 2015
Date

ATTACHMENT A

Acknowledgement of Receipt of Hazard Communication Training

My signature below acknowledges that I have received training concerning Hazard Communications. I understand that this training fulfills the employee training requirement of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

The jobsite and classroom training included the following:

1. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
2. Explanation of the existence of federal, state and local right-to-know laws.
3. Definition of the classification "hazardous chemical."
4. Explanation of situations and elements that must be present for a material to be considered a health hazard.
5. Explanation and interpretation of labels, what is required on all containers, and the Hazard Materials Identification System (HMIS).
6. Understanding and interpretation of Safety Data Sheets and pictogram(s).
7. My responsibilities as an employee of *the Town of Mooresville*.
8. Policies and procedures to follow in case of exposure.




Employee Signature _____

Printed Employee Name _____




Date of Training _____

Attachment B




Pictograms and Hazards

HEALTH HAZARD	FLAME	GAS CYLINDER
		
Carcinogen Mutagenicity Reproductive Toxicity Respiratory Sensitizer Target Organ Toxicity Aspiration Toxicity	Flammable Pyrophorics Self-Heating Emits Flammable Gas Self-Peroxides	Gases Under Pressure

Class Notes:

CORROSION	EXCLAMATION MARK*	FLAME OVER CIRCLE
		
Skin Corrosion/Burns Eye Damage Corrosive to Metals	Irritant (skin and eye) Skin Sensitizer Acute Toxicity Narcotic Effects Respiratory Tract Irritant Hazardous to Ozone Layer *(Non-Mandatory)	Oxidizers

Class Notes:

EXPLODING BOMB	SKULL AND CROSSBONES	ENVIRONMENT*
		
Explosives Self-Reactives Organic Peroxides	Acute Toxicity (fatal or toxic)	Aquatic Toxicity *(Non-Mandatory)

Class Notes:

Attachment C

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company Name

Street Address

City

State

Postal Code

Country

Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.

May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Attachment D

SECTIONS ON A SAFETY DATA SHEET

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format that must include the section numbers, headings, and associated information listed below:

Section 1, Identification

Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; and restrictions on use.

Section 2, Hazard(s) identification

Includes all hazards regarding the chemical and required label elements.

Section 3, Composition/information on ingredients

Includes information on chemical ingredients and trade secret claims.

Section 4, First-aid measures

Includes important symptoms/effects, including acute or delayed and required treatment.

Section 5, Fire-fighting measures

Lists suitable extinguishing techniques and equipment and chemical hazards from fire.

Section 6, Accidental release measures

Lists emergency procedures; protective equipment; proper methods of containment; and cleanup.

Section 7, Handling and storage

Lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; and personal protective equipment.

Section 9, Physical and chemical properties

Lists the chemical's characteristics.

Section 10, Stability and reactivity

Lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information

Includes routes of exposure; related symptoms including acute and chronic effects; and numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information

Includes the date of preparation or last revision.

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents. ***Note:** Since other agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 of 29 CFR 1910.1200(g)(2).